

ARMY NATIONAL GUARD GENERAL OFFICER BIOGRAPHY GUIDEBOOK 1 March 2017

(All previous versions are obsolete)

I. SUBMITTING BIOGRAPHIES TO NGB-GO:

The photograph and biography is an important representation of National Guard General Officers across military and civilian enterprises. Every attempt must be made to ensure that the appearance of the photograph and biography accurately represent the officer. It is the officer's responsibility to maintain his/her biography and Official Photo current and in adherence with applicable Army regulations and instructions specified in this guidebook.

The biography is used for nominations, selections, and board actions. Therefore, due to the importance of this document, it is highly recommended that officers validate their biography (at minimum) during their birth month review.

The **Officer Record Brief (ORB)** is the official source document for General Officer's biography. Every effort must be made to mirror biography text and DA Photo with his/her ORB. Bios, DA Photo and ORB should be submitted to NGB-GO **within 30 days** upon receiving promotion and/or re-assignment order. Updated Bios and Official Photo should be submitted to NGB-GOMO **within 60 days** of receiving an award of Army Commendation Medal or above.

General Officer, Staff POC or State MILPO should submit final biography, Official Photo (jpeg file) and current ORB (within 30 days) as separate documents to the NGB-GO email mailbox ng.ncr.arng.mbx.gomailbox@mail.mil for review and publication to the GOMO public website. Please include the General Officer's name in the subject line. The subject line should state: Bio request for – (RANK, FIRST M. LAST)

Once a biography is received, a NGB-GO representative will review photo and bio for compliance with AR 670-1, DA PAM 670-1, AR 600-8-22 and AR 640-30 as well as the guidelines described in this guidebook. Should any corrections need to be made or addressed, a NGB-GO representative will return the bio and/or photo via email to the General Officer, Staff POC or State MILPO outlining the nature of the corrections to be made. Biography and/or Official Photo will not be published until deficiencies are corrected.

On approval of final draft, the bio and photo will be forwarded to NGB-GO webmaster for posting to the NGB-GO public website (<http://www.nationalguard.mil/Leadership/NGBGOMO/>) as the official General Officer biography. Publication to National Guard public website **may take up to 10 workdays** after NGB-GO staff approves the bio/photo.

II. CREATING AN INITIAL BIOGRAPHY:

1. Open a new word document
2. 1" margins (top, bottom, left, right)
3. Do not justify paragraphs (align left)
4. Do not include any bullets or numerical auto-formatting
5. Font for all body text will be 12 point Arial
6. Font for section headings and position title will be in **14** point Arial (**Bold**)
7. Font for General Officer name will be in **18** point Arial (**Bold**)
8. Do not insert photo in word doc (Photo is a separate and sent as a jpeg file 300 dpi)
9. Do not use nicknames or go-by's
10. Do not abbreviate GOs full rank **after first reference**. For example, Major General John B. Guard, use "General Guard" after first reference throughout the rest of the narrative.
11. Do not save document as read-only file
12. Spell out all acronyms on first reference and then abbreviate. (Keep "military speak" to a minimum).
13. Do not add a blank space under each section title
14. Do not list any privacy act information (i.e. family, social security or home of record)
15. Do not list awards not on the ORB
16. Do not list awards not worn on the official photo (including state awards)
17. Do not insert State or NGB headings or banners in word doc
18. Capitalize and do not abbreviate devices (i.e. Oak Leaf Cluster or Bronze Star)
19. Abbreviate number of appurtenances (i.e. 1 Silver and 4 Oak Leaf Clusters)
20. When decoration has only one device, write as "(with 1 Oak Leaf Cluster)" 22. Spell out months when used with a year: January 2015 23. Highlight the entire bio yellow (i.e. **highlight**).

Note: Sample bio is provided in the last pages 6-8 of this guidebook. Use attached sample as a guide to when writing or updating the biography.

III. UPDATING EXISTING BIOGRAPHY:

NGB-GO is changing its format to mirror that of the Active duty. To update bio into the new format, General Officer, Staff POC or State MILPO should submit bio in the updated format to ng.ncr.arng.mbx.gomailbox@mail.mil with word document (biography), jpeg (official photo) and current (within 30 days) Officer Record Brief (ORB) as separate documents and include the General Officer's name in the subject line. It is the officer's responsibility to initiate updates to his/her biography.

To update an existing biography, use the word doc from last update sent to NGB-GO. Highlight in yellow the areas that the member is requesting to be updated/added. Strikethrough and color font in red the areas that the member is requesting to be

removed/deleted (i.e: ~~National Guard~~). This action helps NGB-GO review bio and properly identify areas that need to be addressed.

IV. Official Photo:

1. Any award (including state awards) listed in the biography must be displayed on the accompanying official photo and **must match the ORB**
2. Awards listed on the biography but not worn on photo or on the ORB will be removed from biography
3. Photo will not be published if awards worn on the photo do not match the ORB
4. If new awards have been added to the biography or ORB, then a new photo must be taken
5. Ensure to list all awards, appurtenances, badges and tabs in order of precedence IAW the current version of the DA PAM 670-1
6. Ribbons, should present a neat and clean appearance and must not be stretched, dated, worn-out, mutilated or faded
7. Army Service Uniform (ASU) lapel should not cover ribbons or decorations
8. Send official photo as a separate jpeg file when submitting your biography
9. Photo should be 8x10, digital and high resolution (300 dpi)
10. Do not wear any awards, badges or devices not recognized on DA PAM 670-1

NOTE: Officers on Active Federal Service, under the provisions of 10 USC, are **not** authorized to wear State or territory awards on their uniforms

V. GUIDELINES (BY SECTION)

Commissioning Source: List members commissioning source (OCS, USMA, ROTC, Direct Commission, etc.). The format is as follows:
ROTC

EDUCATIONAL DEGREES: List civilian education (undergraduate and above) in chronological order from earliest to the most recent. The format is as follows:

Year, Name of College/University, Degree Level (i.e. MBA, MA, BS, BBA, AA, PhD, JD, etc.), Specialization, City, State

MILITARY SCHOOLS ATTENDED: List military education in chronological order from earliest to the most recent. Only list courses that are more than **40 hours** and have been completed as **Colonel or above**. EXCEPTION: All senior service colleges or equivalent may be listed (service component war college and fellowships) and officer basic courses. Do not use abbreviations. All school names must be spelled out. The format is as follows:

Year, University, Course, Method (i.e. correspondence, in-residence, seminar or fellowship), City, State.

Foreign Language(s): If applicable, please list any fluent (verbal and non-verbal) foreign languages found in Department of the Army Strategic Language List (ASLL), Office of the Deputy Chief of Staff, G-2. If not, leave blank.

EFFECTIVE DATES OF PROMOTION: This is the promotions portion of the biography. List in chronological from earliest to most recent. The format is as follows: **List rank (no comma) - date (day, month, year format). Do not abbreviate rank, month and year.**

ASSIGNMENTS: List in chronological order upon commissioning (do not list any enlisted assignments). List each individual assignment separately and number accordingly. Do not abbreviate Month, State or Year. The format is as follows:

1. Month Year – Month Year, Position Title, Unit/Command, City, State

Note: If dual-hatted, add assignment after main assignment. The format is as follows:
...dual-hatted, Month Year – Month Year, Position Title, Unit/Command, City, State

For example:

1. September 2015 - Present, Director, Joint Staff - (MN) Joint Force Headquarters (JFHQ), St Paul, Minnesota; dual-hatted, October 2015 - Present, Deputy Commander and Army Reserve Component Integration Advisor, United States Army Africa and Southern European Task Force, United States Africa Command, Vicenza, Italy.

SUMMARY OF JOINT ASSIGNMENTS: *If applicable.* Assignments must meet the definition of joint matters per DoDI 1300.19. Must also be listed in the assignment section in chronological order. Do not abbreviate Month, State or Year. The format is as follows:

1. Month Year – Month Year, Position Title, Unit/Command, City, State/Country

SUMMARY OF OPERATIONAL ASSIGNMENTS: *If applicable.* Operational assignments are assignments held while in a deployed status. Must also be listed in the assignment section in chronological order. Do not abbreviate Month, State or Year. The format is as follows:

1. Month Year – Month Year, Position Title, Unit/Command, City, State/Country

MAJOR AWARDS AND DECORATIONS: List all awards, appurtenances, badges and tabs in order of precedence IAW the current version of the DA PAM 670-1. Make sure that awards listed match ORB. Appurtenances and devices will be listed next to award with the word “with” in parenthesis. Awards listed must match photo and ORB. Officers on Active Federal Service, under the provisions of 10 USC, are **not** authorized to wear State or territory awards on their uniforms. The format is as follows:

Full Name of Award (with number and exact type of device)

Flight information: *If applicable.* Please list rating, military flight hours, and military aircraft flown (do not list civilian aircraft or civilian flight time). List military aircraft in alphabetical and in numerical order. If not, leave blank. The format is as follows:

Rating:

Flight Hours:

Aircraft flown:

Pilot Wings Earned:

CIVILIAN OCCUPATION: *Optional.* Please do not list privacy act information (i.e. home of record, names of family members, etc.). List only current civilian occupation title, company name and a brief description of duties. Please limit Job description to **no more than 75 words**. You may list any special civilian skill set(s) relevant to civilian or military profession. Format is in narrative form. If not, leave blank.

PROFESSIONAL MEMBERSHIPS & AFFILIATIONS: *Optional.* For those who wish to include this information, please list in chronological order from earliest to most recent. Do not use abbreviations. Do not list privacy act information (i.e. home of record, names of family members, etc.).

OTHER ACHIEVEMENTS: *Optional.* For those who wish to include this information, please list noteworthy civilian and/or military achievements in chronological from earliest to most recent. Do not use abbreviations. Do not list privacy act information (i.e. home of record, names of family members, etc.). The format is as follow:

Year, Achievement - Organization

VI. Sample

BRIGADIER GENERAL (MD) JOHN R. GUARD

Arial Bold 18

Assistant Adjutant General – Army, Maryland

Arial Bold 14

COMMISSIONING SOURCE:

OCS

EDUCATIONAL DEGREES:

1985, University of Maryland, Bachelor of Science, Chemistry, College Park, Maryland 1990, University of Maryland, Master of Business Administration, Organizational Leadership, College Park, Maryland
2004, Indiana University School of Law, Juris Doctorate, Bloomington, Indiana

MILITARY SCHOOLS ATTENDED:

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2000, United States Army War College, (correspondence), Carlisle Barracks Pennsylvania
2010, National Defense University, CAPSTONE, Fort Lesley J. McNair, Washington, District of Columbia
2012, University of North Carolina, Program for Executive in Logistics and Technology, Chapel Hill, North Carolina
2013, Army Strategic Leadership Development Program – Basic, Falls Church Virginia
2013, Harvard University, National and International Security Program, Cambridge, Massachusetts
2014, United States Army Judge Advocate General's School, Reserve Component General Officer Legal Orientation Course, Charlottesville, Virginia

FOREIGN LANGUAGE(S):

Spanish
German

EFFECTIVE DATES OF PROMOTION:

Second Lieutenant 11 August 1985
First Lieutenant 10 August 1987
Captain 14 January 1989
Major 16 December 1994
Lieutenant Colonel 15 July 1999
Colonel 2 September 2004
Brigadier General 8 September 2007

ASSIGNMENTS:

1. August 1985 – September 1987, Officer Candidate School, Maryland Military Academy Reisterstown, Maryland
2. October 1987 – October 1992, Maintenance Control Officer, Maintenance Company, 729th Forward Support Battalion, Hagerstown, Maryland
3. November 1992 – November 1995, Maintenance Officer/Executive Officer, Company B, 229th Main Support Battalion, Reisterstown, Maryland
4. December 1995 – June 1997, Maintenance Officer/Executive Officer, Company B, 229th Main Support Battalion, Tikrit, Iraq
5. July 1997 – November 2000, Commander, 229th Main Support Battalion, Reisterstown, Maryland

SUMMARY OF JOINT ASSIGNMENTS:

None

SUMMARY OF OPERATIONAL ASSIGNMENTS:

1. December 1995 – June 1997, Commander, 110th Engineer Battalion, Iraq.

AWARDS AND DECORATIONS:

Defense Distinguished Service Medal
Army Distinguished Service Medal
Defense Superior Service Medal
Legion of Merit (with 2 Bronze Oak Leaf Clusters)
Meritorious Service Medal (with 2 Bronze Oak Leaf Clusters)
Army Commendation Medal (with 1 Bronze Oak Leaf Cluster)
Army Achievement Medal (with 1 Bronze Oak Leaf Cluster)
Presidential Unit Citation
Joint Meritorious Unit Award
Army Reserve Component Achievement Medal (with 1 Silver Oak Leaf Cluster)
Meritorious Service Medal
National Defense Service Medal (with Bronze Star)
Armed Forces Expeditionary Medal
Global War on Terrorism Expeditionary Medal
Global War on Terrorism Service Medal
Armed Forces Service Medal
Humanitarian Service Medal
Armed Forces Reserve Medal (with Silver Hourglass, "M" device and Numeral 2)
Army Service Ribbon
Army Reserve Component Overseas Training Ribbon
NATO Medal
Expert Infantryman Badge
Master Parachutist Badge
Air Assault Badge
Special Forces Tab
Secretary of Defense Identification Badge
Army Staff Identification Badge
Canadian Parachutist Badge
Maryland Commendation Medal

FLIGHT INFORMATION:

Rating:

Flight Hours:

Aircraft flown:

Pilot wings from:

CIVILIAN OCCUPATION:

President and Chief Executive Officer of the Peregrine Leadership Institute located in Baltimore, Maryland. The company conducts leadership training, management consulting services and employee development programs for public and private sector organizations located in 11 states and 3 foreign countries.

PROFESSIONAL MEMBERSHIPS & AFFILIATIONS:

Board of Directors Red Cross Chapter of Maryland

National Guard Association of Maryland

OTHER ACHIEVEMENTS:

1987 Maryland Army National Guard Outstanding Officer of the Year

2000 Distinguished Alumni Award, Maryland State University

2012 Lean Six Sigma Master Black Belt.

2016 Joint Qualified level III